

## **Historic, archived document**

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EX 67



102.

# United States Department of Agriculture,

## OFFICE OF EXPERIMENT STATIONS.

### TERMS OF SALE OF THE CARD INDEX OF AGRICULTURAL LITERATURE.

*Washington, D. C., \_\_\_\_\_, 189 .*

DEAR SIR :

For some time this Office has been engaged in the preparation of a subject index of the literature of agricultural experiment stations and kindred institutions. The general plan on which the index is constructed may be briefly outlined as follows :

The subjects with which agricultural science deals have been grouped under a limited number of general topics. These topics have been divided and subdivided only so far as seemed necessary to facilitate references to the individual entries of the index. As the work of the stations reaches out in many directions into the domain of pure as distinguished from applied science, a section of the index has been set apart for entries relating to the general principles of the various sciences which lie at the foundation of experimental investigations in agriculture. This affords a wide opportunity for the extension of the index by individual students for their own special purposes.

The index is printed on cards of a standard library size. The divisions and subdivisions are arranged on a decimal system and are plainly indicated by the use of division cards of different colors.

Each index card contains the title of an article, the name of its author, a reference to the publication in which it appeared and to the Experiment Station Record, and a condensed statement of its contents. At the upper right-hand corner of the card is a number indicating under what head the card should be placed in the index. The order in which the cards are arranged is indicated at the lower left-hand corner.



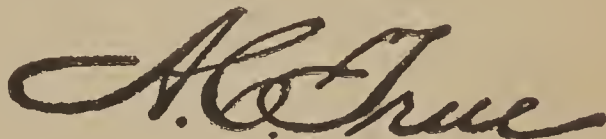
A key to the index, containing the system of classification, is sent with the first installment of cards.

The index was begun with the American station literature for the year 1890. The manuscript for the index of the earlier station literature has also been prepared. As soon as practicable the index will be brought up to date.

One copy of the index is sent without charge to each of the agricultural colleges and experiment stations. Besides this free distribution, the Office is prepared, under the authority of the law, to furnish a limited number of sets of the index at a price only sufficient to cover additional cost of printing. This is estimated at \$2 per thousand cards. For the division cards an additional charge of \$1.25 is made.

The Office has now issued about            index cards and a set of division cards. On receipt of \$            there will be sent you a set of division cards and            index cards. Your name will also be put on the list of subscribers to the index and you will be informed when each successive thousand cards is ready for distribution.

Payments should be made by United States money order in favor of F. L. Evans, Disbursing Officer, but, like all other communications relating to the index, should be forwarded in envelopes addressed to the Director of the Office of Experiment Stations.



*Director.*

Approved :

J. STERLING MORTON,  
*Secretary.*

